

MISSOURI STATE LIBRARY

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DEPOSITORY DOCUMENT



# DEPOSITORY LIBRARY HANDBOOK

## State Publications Depository Library System

## MISSOURI DOCUMENTS DEPOSITORY LAW

181.100-181.120 RSMo

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Missouri State Library

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**"Public access to government documents is essential  
to the successful operation of democracy."  
Congressman William S. Moorhead**

### **THE STATE DOCUMENTS DEPOSITORY LAW: WHAT IS IT?**

Sections 181.100-181.120 of the Revised Statutes of Missouri 1978 (House Bill 1021 passed in 1976) created for the first time an orderly system for allowing access to publications of Missouri state government. In the past, citizens had difficulty in obtaining or even knowing about the valuable materials produced by state agencies. Agencies had problems getting their publications to the people they were meant to help.

With the new law, Missouri joined most other states in using libraries as a link between state government agencies and the state's residents. By taking advantage of existing library systems, the law does not require a costly bureaucracy to distribute state publications.

The depository law authorizes the Missouri State Library to act as a center for the distribution of state publications to libraries throughout the state which it designates as depositories. State agencies deposit the number of copies of their publications requested by the State Library for the depository system, and the State Library mails these copies to the depository libraries.

In accordance with the law, the Missouri State Library has designated thirty-nine Missouri libraries, the Library of Congress, and the Center for Research Libraries in Chicago as official state documents depositories. Fifteen of these libraries are full depositories which receive all state publications. Twenty-six libraries are partial depositories. All partial depositories receive a "core" group of state publications. In addition to these basic documents, partial depositories are allowed to choose the agencies whose publications they wish to receive. The system of full and partial depositories ensures at least one major state documents collection in each area of the state, plus smaller collections in additional locations. Both public and academic libraries may be depository libraries. All depository collections must be open to the public.

The depository law and rules for the Missouri Publications Depository Library System may be found on the following pages.

## Chapter 181

### STATE LIBRARY

**181.100. State publications and reports defined—distribution of reports, requirements, charges, when.**—1. As used in sections 181.100 to 181.120, "state publications" shall include all multiple-produced publications of state agencies, regardless of format or purpose, with the exception of correspondence and inter-office memoranda.

2. Other provisions of law to the contrary notwithstanding, all state agencies required to issue and distribute multiple-produced annual, biannual, or periodic reports shall distribute such reports without charge only to those persons and offices listed in subsection 4 of this section. For the purposes of sections 181.100 to 181.120, the word "report" means a state publication which is either a printed statement by a state agency, issued at specific intervals, which describes its operations and progress, and possibly contains a statement of its future plans; or a formal, written account of an investigation given by a person or group delegated to make the investigation. Such reports shall not be distributed to any other person, including members of the general assembly, state officeholders, other state agencies, divisions or departments, or to members of the public, except upon request.

3. No report described in subsection 2 of this section shall be distributed free of charge to any person or office, except as provided in subsection 4 of this section. Each recipient of any such report shall pay the cost of printing and postage, which cost shall be determined by the issuing agency prior to distribution of the document.

4. Each agency of state government which distributes annual, biannual, or periodic reports shall provide forty-five copies of each such document free of charge to the state library, along with a statement of the cost and address where additional copies of such report may be requested. Two copies of all reports shall be provided to the legislative library, one copy to the chief clerk of the house of representatives, one copy to the secretary of the senate, one copy to the supreme court library and one copy to the governor.

(L. 1976 H.B. 1021 § 2, A.L. 1983 H.B. 96, 227 & 359)

**181.110. State publications to be indexed and published—cost of publication to be stated—distribution.**—The state library shall, under the direction of the coordinating board for higher education, publish monthly an official indexed list of all printed publications of all state offices, departments, divisions, boards and commissions, whether legislative, executive or judicial, and any subdivisions of each, including state-supported institutions of higher education. Such list shall state the cost of each publication contained therein. The library shall also distribute such numbers of copies of such publications as it deems necessary to certain libraries, also designated by it, which shall serve as depositories for making available to the public such publications. No publications shall be distributed to any library unless a request is made therefor.

(L. 1976 H.B. 1021 § 3, A.L. 1983 H.B. 96, 227 & 359)

**181.120. Library to provide copies for state archives and historical society.**—In addition to the distribution of the publications as aforesaid, the library shall distribute two of the forty-five copies of each publication to the state archives for preservation and two copies to the state historical society.

(L. 1976 H.B. 1021 § 4, A.L. 1983 H.B. 96, 227 & 359)

**181.130. Depository agreements permitted, when.**—The state library may enter into depository agreements with public libraries and college and university libraries which meet standards for depository eligibility as approved by the state library.

(L. 1976 H.B. 1021 § 5)

**181.140.—(Repealed L. 1983 H.B. 96, 227 & 359 § 1)**

**Title 6—DEPARTMENT OF HIGHER  
EDUCATION**

**Division 20—State Library**

**Chapter 2—State Publications Depository  
Library System**

**PROPOSED RULES**

**6 CSR 20-2.010 Types of Depository Libraries**

*PURPOSE: The State Library has the authority to designate public, college, and university libraries to act as depositories for state government publications. This rule defines the two types of depository designations which will be made in order to meet the varied needs of Missouri residents for state publications and to limit to a reasonable number the copies of publications to be requested from state agencies.*

**(1) Depository libraries shall be of two types:**

(A) Full depositories shall receive all publications of all state agencies. The purpose of a full depository is to provide a complete research collection of state publications for the use of a major geographical area. The State Library will seek to designate at least one full depository in each of the following general areas of Missouri: northeast, northwest, southeast, southwest, central, St. Louis metropolitan area, Kansas City metropolitan area. Additional designations of full depositories may be made if justified by the needs of the residents of an area.

(B) Partial depositories will be designated to provide ready access to state government publications of broad general interest and to publications in subject areas needed by residents in particular areas of the state. A partial depository must receive a basic core of state publications to be specified by the State Library. In addition, the State Library shall define categories of publications for selection by depository libraries. A category may be comprised of the publications of a department or division of state government or some other logical grouping of publications. Each partial depository library must select at least one category of publications to be received in addition to the core collection.

*Auth: section 181.021 RSMo (1969) and section 181.130 RSMo (Supp. 1976)*

**6 CSR 20-2.020 Standards for Depository Libraries**

*PURPOSE: The State Library will distribute state publications on a regular basis to the libraries designated as depositories. This rule promotes free access to the publications by all residents of the state by establishing minimum standards which libraries must meet and maintain to be eligible for depository status. It also gives the State Library power to enforce these standards.*

(1) The State Library will select public, college, and university libraries to act as state publications depositories on the basis of geographic distribution, broadness of clientele served, and ability to meet the conditions specified in the following section.

(2) A depository library shall:

(A) Provide reference assistance in the use of state publications to any Missouri resident. Circulation of the publications is encouraged.

(B) Provide interlibrary loan service for state publications to any Missouri resident.

(C) Maintain sufficient hours of library service to allow convenient public access. State publications must be available for use during any hours the library is open.

(D) Inform the public frequently of the availability of state publications. The public includes the residents of the geographic area in which the library is located.

(E) Designate a professionally trained librarian to be responsible for service related to state publications, and provide adequate support staff. This librarian need not spend full time on state publications.

(F) Provide an orderly, systematic recording of receipt and subsequent arrangement of materials.

(G) Process and shelve all state publications within thirty (30) days of receipt.

(H) Provide space to house publications, with adequate provision for expansion.

(I) Dispose of publications only in accordance with policies established by the State Library. Depository publications remain the property of the State Library.

(3) The State Library shall enforce maintenance of these standards by inspections and annual surveys. A depository agreement may be terminated by the State Library for failure to comply with any of the conditions above or by a library at its own request.

MISSOURI  
STATE LIBRARY

STATE DOCUMENTS DEPOSITORY LIBRARIES



## DEPOSITORY LIBRARIES

The depositories are grouped geographically by Missouri Library Network region, as defined by the Missouri Library Network Board. It does not indicate membership in that network. The number in parentheses is the state depository number, which includes a letter prefix indicating whether it is a full or partial depository. Full depositories are listed first in each group. There is an alphabetical list following the directory.

### KANSAS CITY REGION

CENTRAL MISSOURI STATE UNIVERSITY (F14) Kathryn Erisman, 816/429-4149  
WARD EDWARDS LIBRARY, WARRENSBURG, MO 64093

KANSAS CITY PUBLIC LIBRARY (F08) Deborah Showalter, 816/221-2685  
311 E. 12th St., KANSAS CITY, MO 64106

UNIVERSITY OF MISSOURI-KANSAS CITY (P27) Shirley Mickelson, 816/276-1536  
GENERAL LIBRARY, 5100 ROCKHILL RD., KANSAS CITY, MO 64110  
Assisted by: Karen Fiegenbaum

UNIVERSITY OF MISSOURI-KANSAS CITY (P28) Patricia G. Court, 816/276-2435  
LAW LIBRARY, 5100 ROCKHILL RD., KANSAS CITY, MO 64110

WILLIAM JEWELL COLLEGE (P29) Kenette Harder, 816/781-7700 ext 293  
CHARLES F. CURRY LIBRARY, LIBERTY MO 64068

### MID-MISSOURI REGION

UNIVERSITY OF MISSOURI-COLUMBIA (F15) Sally Schilling, 314/882-6733  
ELMER ELLIS LIBRARY, COLUMBIA 65211

CENTRAL METHODIST COLLEGE (P41) Bob Yontz, 816/248-3391 ext 272  
SMILEY MEMORIAL LIBRARY, FAYETTE, MO 65248 Assisted by: Robby  
Yontz

DANIEL BOONE REGIONAL LIBRARY (P42) Marilyn Mcleod, 314/443-3161  
P.O. BOX 1267, 100 W. BROADWAY, COLUMBIA, MO 65205

UNIVERSITY OF MISSOURI-COLUMBIA (P43) Jo Ann Humphreys, 314/882-4597  
LAW LIBRARY - TATE HALL, COLUMBIA, MO 65211

### NORTHEAST REGION

NORTHEAST MISSOURI STATE UNIVERSITY (F11) Karen McClaskey 816/785-4534  
PICKLER MEMORIAL LIBRARY, KIRKSVILLE, MO 63501

### NORTHWEST REGION

MISSOURI WESTERN STATE COLLEGE (F10) Kathy Dahl, 816/271-4573  
HEARNES LEARNING RESOURCES CTR, 4525 DOWNS DR., ST. JOSEPH, MO  
64507. Assisted by: Jon Birnbaum

**NORTHWEST REGION (con't)**

**NORTHWEST MISSOURI STATE UNIVERSITY (F09)** Robert M. Nedderman  
B.D. OWENS LIBRARY, MARYVILLE, MO 64468, 816/562-1629  
Assisted by: Helen Mutz

**ST. JOSEPH PUBLIC LIBRARY (P30)** Sharon Canter, 816/232-8151  
10th & FELIX, ST. JOSEPH, MO 64501

**TRENTON JUNIOR COLLEGE LIBRARY (P45)** Robert M. Shields, 816/359-3949  
P.O. Box 111, 1301 MAIN ST., TRENTON, MO 64683

**ST. LOUIS REGION**

**ST. LOUIS PUBLIC LIBRARY (F06)** Ann Watts, 314/241-2288 ext 376  
1301 OLIVE ST., ST. LOUIS, MO 63103

**UNIVERSITY OF MISSOURI-ST. LOUIS (F07)** Frances Peibergen, 314/553-5069  
THOMAS JEFFERSON LIBRARY, 8001 NATURAL BRIDGE RD., ST. LOUIS,  
MO 63121

**EDEN THEOLOGICAL SEMINARY/WEBSTER UNIVERSITY (P26)** Ellen Elicieri  
EDEN-WEBSTER LIBRARY, 475 E. LOCKWOOD AVE., 314/968-6900 ext 6952  
ST. LOUIS, MO 63119

**MARYVILLE COLLEGE LIBRARY (P21)** Frances Stumpf, 314/576-9496  
13550 CONWAY RD., ST. LOUIS, MO 63141 Assisted by: Debbie Ely

**ST. CHARLES CITY-COUNTY LIBRARY (P22)** Mary Heinbokel, 314/447-2320  
2323 ELM ST., ST. CHARLES, MO 63301

**ST. LOUIS COUNTY LIBRARY (P23)** Betty Schramm, 314/994-3300  
1640 S. LINDBERGH BLVD., ST. LOUIS, MO 63131

**ST. LOUIS UNIVERSITY (P24)** Carol Moody, 314/658-2756  
LAW LIBRARY, 3700 LINDELL BLVD., ST. LOUIS, MO 63108-3478

**WASHINGTON UNIVERSITY (P25)** Carol Jean Gray, 314/889-6484  
FREUND LAW LIBRARY, CAMPUS BOX 1120, MUDD BLDG., ST. LOUIS, MO  
63130 Assisted by: Michael Tammenya

**SOUTHEAST REGION**

**SOUTHEAST MISSOURI STATE UNIVERSITY (F12)** Carolyn Koerner, 314/651-2753  
KENT LIBRARY, CAPE GIRARDEAU, MO 63701

**CAPE GIRARDEAU PUBLIC LIBRARY (P31)** Candice Heise, 314/334-5279  
711 N. CLARK, CAPE GIRARDEAU, MO 63701

**CURRENT RIVER REGIONAL LIBRARY (P32)** Janet S. Norris, 314/323-4315  
VAN BUREN, MO 63965

**MINERAL AREA COLLEGE, INSTRUCTIONAL RESOURCES CTR (P35)**  
FLAT RIVER, MO 63601, Rosetta Simmins, 314/431-4593

**SOUTHEAST REGION (con't)**

RIVERSIDE REGIONAL LIBRARY (P33) Mildred Seboldt, 314/243-8141  
P.O. Box 389, 204 S. UNION, JACKSON, MO 63755

THREE RIVERS COMMUNITY COLLEGE LEARNING RESOURCES CTR (P34)  
POPLAR BLUFF, MO 63901, Edna Darnell, 314/686-4104 ext 202

UNIVERSITY OF MISSOURI-ROLLA LIBRARY (P44) Kathy Parsons, 314/341-4227  
ROLLA, MO 65401

**SOUTHWEST REGION**

SOUTHWEST MISSOURI STATE UNIVERSITY (F13) Byron Stewart, 417/836-4533  
P.O. BOX 175, 901 S. NATIONAL, SPRINGFIELD, MO 65802

BARRY-LAWRENCE REGIONAL LIBRARY (P38) Cindy Neill, 417/235-6646  
213 6th ST., MONETT, MO 65708

MISSOURI SOUTHERN STATE COLLEGE (P39) David Reiman, 417/624-8108  
ex 261, Joplin, MO 64801

SCHOOL OF THE OZARKS (P40) Charlotte Dugan, 417/334-6411 ex 426  
LYONS MEMORIAL LIBRARY, POINT LOOKOUT, MO 65726

SOUTHWEST BAPTIST UNIVERSITY (P46) Betty Van Blair, 417/326-5281  
ESTEP LIBRARY, 508 S. CLARK, BOLIVAR, MO 65613

SOUTHWEST MISSOURI STATE UNIVERSITY (P36) Neva Parrott, 417/256-9865  
WEST PLAINS CAMPUS LIBRARY, 905 W. MAIN, WEST PLAINS, MO 65775

SPRINGFIELD-GREENE COUNTY LIBRARY (P37) Michael Glenn, 417/869-4621  
P.O. BOX 737, 397 E. CENTRAL, SPRINGFIELD, MO 65801

**SPECIAL DEPOSITORYES**

CENTER FOR RESEARCH LIBRARIES (F04) Ann Germany  
6050 KENWOOD AVE., CHICAGO, IL 60637

THE LIBRARY OF CONGRESS (F05) EXCHANGE AND GIFT DIVISION  
10 FIRST ST. SE, WASHINGTON, DC 20540

**STATUTORY DEPOSITORYES**

MISSOURI STATE LIBRARY (F01) John D. Finley, 314/751-3075  
P.O. Box 387, 2002 MISSOURI BLVD., JEFFERSON CITY, MO 65102  
Assisted by: Barbara Klempke

MISSOURI STATE ARCHIVES (F02) Billie Smith, 314/751-4306  
1001 INDUSTRIAL DRIVE, JEFFERSON CITY, MO 65101

STATE HISTORICAL SOCIETY OF MISSOURI (F03) Jo Ann Tuckwood  
1020 LOWRY ST., COLUMBIA, MO 65201 314/882-7083

BARRY-LAWRENCE REGIONAL LIBRARY MONETT (P38) 86-5-1:SWMLN Cindy Neill 417/235-6646  
CAPE GIRARDEAU PUBLIC LIBRARY CAPE GIRARDEAU (P31) 107C:SEMLN Candice Heise 314/334-5279  
CENTER FOR RESEARCH LIBRARIES CHICAGO IL 60637 (F04) 2206:SPL MS. Ann Germany  
CENTRAL METHODIST COLLEGE (P41) 195:MMLN Bob Yontz 816/248-3391 ex.272 FAYETTE  
CENTRAL MISSOURI STATE UNIVERSITY WARD EDWARDS LIBRARY WARRENSBURG (F14) 202:KCMLN Kathryn Erisman 816/429-4149  
CURRENT RIVER REGIONAL LIBRARY VAN BUREN (P32) 26C1:SEMLN Janet S. Norris 314/323-4315  
DANIEL BOONE REGIONAL LIBRARY COLUMBIA (P42) 28-D-1:MMLN Marilyn Mcleod 314/443-3161  
EDEN THEOLOGICAL SEMINARY/WEBSTER UNIVERSITY (P26) 162:SLRLN Ellen Elicieri 314/968-6952  
EDEN-WEBSTER LIBRARY ST. LOUIS  
KANSAS CITY PUBLIC LIBRARY KANSAS CITY (F08) 57:KCMLN Deborah Showalter 816/221-2685  
THE LIBRARY OF CONGRESS WASHINGTON DC 20540 (F05) 3804:SPL EXCHANGE AND GIFT DIVISION  
MARYVILLE COLLEGE LIBRARY ST. LOUIS (P21) 198:SLRLN Frances Stumpf 314/576-9496  
MINERAL AREA COLLEGE INSTRUCTIONAL RESOURCES CTR FLAT RIVER (P35) 171:SEMLN Rosetta Simmons 314/431-4593  
MISSOURI SOUTHERN STATE COLLEGE LIBRARY JOPLIN (P39) 183:SWMLN David Reiman 417/624-8108 ex.261  
MISSOURI STATE ARCHIVES JEFFERSON CITY (F02) 2376:STAT Billie Smith 314/751-4217  
MISSOURI STATE LIBRARY JEFFERSON CITY (F01) 130:STAT John D. Finley 314-751-3075  
MISSOURI WESTERN STATE COLLEGE HEARNES LEARNING RESOURCES CTR ST. JOSEPH (F10) 187:NWMLN Kathy Dahl 816/271-4573  
NORTHEAST MISSOURI STATE UNIV. PICKLER MEMORIAL LIBRARY KIRKSVILLE (F11) 176:NEMLN Karen McClaskey 816/785-4534  
NORTHWEST MISSOURI STATE UNIVERSITY B.D. OWENS LIBRARY MARYVILLE (F09) 174:NWMLN Robert M. Nedderman 816/562-1629  
RIVERSIDE REGIONAL LIBRARY JACKSON (P33) 94:SEMLN Mildred Seboldt 314/243-8141  
ST. CHARLES CITY-COUNTY LIBRARY ST. CHARLES (P22) 98-SC-1:SLRLN Mary Heinbokel 314/447-2320  
ST. JOSEPH PUBLIC LIBRARY ST. JOSEPH (P30) 100:NWMLN Sharon Canter 816/232-8151  
ST. LOUIS COUNTY LIBRARY ST. LOUIS (P23) 101:SLRLN Betty Schram 314/994-3300  
ST. LOUIS PUBLIC LIBRARY ST. LOUIS (F06) 102:SLRLN Ann Watts 314/241-2288 EX.376  
ST. LOUIS UNIVERSITY LAW LIBRARY ST. LOUIS (P24) 503:SLRLN Carol Moody 314/658-2756  
SCHOOL OF THE OZARKS LYONS MEMORIAL LIBRARY POINT LOOKOUT (P40) 169:SWMLN Charlotte Dugan 417/334-6411 EX426  
SOUTHEAST MISSOURI STATE UNIVERSITY KENT LIBRARY CAPE GIRARDEAU (F12) 168:SEMLN Carolyn Koerner 314/651-2753  
SOUTHWEST BAPTIST UNIVERSITY ESTEP LIBRARY BOLIVAR (P46) 86-SW:SWMLN Betty Van Blair 417-326-5281  
SOUTHWEST MISSOURI STATE UNIVERSITY MEYER LIBRARY SPRINGFIELD (F13) 178:SWMLN Byron Stewart 417/836-4533  
SOUTHWEST MISSOURI STATE UNIVERSITY WEST PLAINS CAMPUS LIB WEST PLAINS (P36) 539:SWMLN Neva Parrott 417/256-9865  
SPRINGFIELD-GREENE COUNTY LIBRARY SPRINGFIELD (P37) 86-S-1:SWMLN Michael Glenn 417/869-4621  
STATE HISTORICAL SOCIETY OF MISSOURI LIBRARY COLUMBIA (F03) 2380:STAT Jo Ann Tuckwood 314/882-7083  
THREE RIVERS COMMUNITY COLL. LEARNING RESOURCES CTR POPLAR BLUFF (P34) 201:SEMLN Edna Darnell 314/686-4101 ex.202  
TRENTON JUNIOR COLLEGE LIBRARY TRENTON (P45) 0161:NWMLN Robert M. Shields 816-359-3949  
UNIVERSITY OF MISSOURI-COLUMBIA LAW LIBRARY - TATE HALL (P43) 554:MMLN Jo Ann Humphreys 314/882-4597  
UNIVERSITY OF MISSOURI-COLUMBIA ELMER ELLIS LIBRARY (F15) 179:MMLN Sally Schilling 314/882-6733  
UNIVERSITY OF MISSOURI-KANSAS CITY LAW LIBRARY (P28) 2389:KCMLN Patricia G. Court 816/276-2435  
UNIVERSITY OF MISSOURI-KANSAS CITY GENERAL LIBRARY (P27) 180:KCMLN Shirley Mickelson 816/276-1536  
UNIVERSITY OF MISSOURI-ROLLA LIBRARY (P44) 181:SWMLN Kathy Parsons 314/341-4227  
UNIVERSITY OF MISSOURI-ST. LOUIS THOMAS JEFFERSON LIBRARY (F07) 182:SLRLN Frances Peifbergen 314/553-5069  
WASHINGTON UNIVERSITY FREUND LAW LIBRARY ST. LOUIS (P25) 546:SLRLN Carol Jean Gray 314/889-6484  
WILLIAM JEWELL COLLEGE CHARLES F. CURRY LIBRARY LIBERTY (P29) 207:KCMLN Kenette Harder 816/781-7700 ext 293

## **TYPES OF PUBLICATIONS DISTRIBUTED**

### **Core Documents**

State government publications designated as "core" documents are distributed to all full and partial depository libraries. The purpose of the core collection is to provide a group of basic state publications which will answer many of the questions people have about state government and about Missouri in general. Most core documents provide statistical or directory information or news on important subjects. Titles on the core list are reviewed periodically for their usefulness. Librarians and state agencies are encouraged to suggest titles which they think should be added. When a new publication is instituted by a state agency, the State Library decides whether it should be added to the core list. Placing these publications in every depository ensures accessibility throughout the state.

The list of "core documents" may be found on the following pages.

### **All Other Publications**

Publications not on the "core list" are distributed to all full depositories. They are distributed to partial depositories depending on the choices which the libraries have made from approximately 50 publication categories. Partial depositories have the opportunity to change their selections annually.

A list of these categories may be found on pp. 9-14.

The law defines "state publication" broadly so that it covers all types of publications. However, the State Library can exempt from distribution publications which it determines have little value. On the advice of depository librarians, several serials have been so exempted. Though the depository law covers state university publications, the system so far has concentrated on the executive and legislative branches.

Agencies are not required to supply publications retrospectively to depository libraries.



## CORE DOCUMENTS

### OFFICE OF ADMINISTRATION

Missouri state executive branch directory (annual) **AD 4:Ex 3/yr.**

#### Division of Accounting

Comprehensive annual financial report (annual) **AD.Ac 1:yr.**

Annual report of the Old Age, Survivors, Disability and Health Insurance Program  
**AD.Ac 13:yr.**

#### Division of Budget & Planning

Executive budget (annual) **GOV 8:yr.**

Budget message and budget summary **GOV 8/2:yr.**

#### Division of Data Processing & Telecommunications

Missouri state telephone directory (annual) **AD.Dp 4:T 23/yr.**

NOTE: Formerly classed AD 4:T 23/yr.

Annual data processing report and plan **AD.Dp 8:yr.**

NOTE: Formerly classed AD.EL 8:yr.

#### Division of Personnel

Annual report **AD.Per 1:yr.**

### AGRICULTURE DEPARTMENT

Biennial report **AG 1B:yr.**

#### Missouri Agricultural Statistics Office

Missouri farm facts (annual) **AG.St 8:yr.**

### ATTORNEY GENERAL

Annual report **ATG 1:yr.**

### AUDITOR

Annual report **AUD 1:yr.**

### CHILDREN'S SERVICES COMMISSION

Annual report **CHIL 1:yr.**

### CONSERVATION DEPARTMENT

Annual report **CON 1:yr.**

Wildlife code of Missouri (annual) **CON 5:W 64/yr.**

### CORRECTIONS & HUMAN SERVICES DEPARTMENT

Annual report **CORR 1:yr.**

#### Classification & Assignment Unit

Commitments & releases: Annual financial report **CORR.Cl 1:yr.**

310 Project **CORR.Cl 7:yr.**

#### Probation & Parole Board

Annual report **CORR.Pr 1:yr.**

**ECONOMIC DEVELOPMENT DEPARTMENT**

Annual report (if published)  
Missouri corporate planner (looseleaf, irregular) **ECON 2:C 81/yr.**

**Division of Finance**

Biennial report **ECON.Fi 1B:yrs.**

**Health and Educational Facilities Authority**

Annual report **ECON.He 1:yr.**

**Division of Insurance**

Annual report and statistical data **ECON.Ins 1:yr.**

**Office of Public Counsel**

Annual report **ECON.Pub 1:yrs.**

**Public Service Commission**

Annual report **ECON.Pu 1:yrs.**

**Division of Savings & Loan Supervision**

Report (biennial) **ECON.Sa 1B:yrs.**

**DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION**

Missouri school directory (annual) **ED 4:Sch 1/yr.**  
Missouri school laws (Looseleaf; irregular) **ED 5:Sch 1/yr./supp.**  
Missouri schools (monthly except for June, July & August) **ED 10:**  
Report of the Public Schools of Missouri **ED 1:yr.**

**State Council on Vocational Education**

Annual report **ED.Co 1:yr.**  
NOTE: Formerly classed ED.Adv 1:yr.

**GENERAL ASSEMBLY**

**Joint Committee on Correctional Institutions and Problems**

Annual committee report of the Jt. Committee on Correctional Institutions and problems (annual) **GA.Cor 1:yr.**

**Fiscal Affairs Committee**

Appropriations summary (annual) **GA.Fis 10:yr.**

**House**

Manual: List of members, officers, committees, and the rules of the House/  
Senate (biennial) **GA.Ho 7:yrs.**  
Summaries of truly agreed to & finally passed bills (annual) **GA.Ho 15:yr.**

**Legislative Research Committee**

Classified index, truly agreed to & finally passed House & Senate bills  
(annual) **GA.Leg 7/2/yr.**

Revised statutes of Missouri (every 10 years) **GA.Leg 5:St 2/vol**  
Supplement to revised statutes (annual) **GA.Leg 5:St 2/vol**

**Senate**

A summary of legislation truly agreed to & finally passed by the General Assembly (annual) **GA.Sen 10:yr.**

**Senate Appropriations Committee**

Budget Summary **GA.Sen/Ap 10:yr.s.**

**GOVERNOR**

Missouri executive budget (annual) **GOV 8:yr.s.**

Missouri executive budget summary (annual) **GOV 8/2:yr.**

**HEALTH DEPARTMENT**

Biennial report **HEA 1B:yr.s.**

Directory of hospital & related health services (annual) **HEA 4:H 79/2/yr.**

Licensed ambulance services directory **HEA 4:Am 1/yr.**

**Center for Health Statistics**

Missouri hospital profiles **HEA.Ce 2:H 79/2/yr.s.**

Missouri vital statistics (annual) **HEA.Ce 9:yr.**

Missouri vital statistics (monthly) **HEA.Ce 10:vol/mo**

**HIGHER EDUCATION DEPARTMENT**

Annual report **HI 1:yr.**

**HIGHWAY & TRANSPORTATION DEPARTMENT**

Annual report (Title varies) **HIGH 1:yr.**

Biennial report **HIGH 1B:yr.s.**

Missouri rail plan **HIGH 12:yr.**

Official highway map (biennial) **HIGH 3:H 53/yr.**

**Division of Maintenance & Traffic**

Missouri state highway system traffic accident statistics (annual) **HIGH.Ma 10:yr.**

**JUDICIAL DEPARTMENT**

Missouri judicial report (annual) **JUD 1:yr.s.**

**Judicial Finance Commission**

Annual report **JUD.Fi 1:yr.s.**

**Office of State Public Defender**

Missouri's public defender & appointed counsel programs: Annual statistical report **JUD.Pu 1:yr.s.**

**LIEUTENANT GOVERNOR**

Annual report (if published)

**LABOR & INDUSTRIAL RELATIONS DEPARTMENT**

Annual report **LI 1:yr.**

Labor laws of Missouri (biennial)

Missouri Department of Labor and Industrial Relations Law **LI 5:L 11/1**

Missouri Employment Security Law and Regulations **LI 5:L 11/2/yr.**

Missouri State Board of Mediation Law and Regulations **LI 5:L 11/4/yr.**

Missouri Workers' Compensation Law and Regulations **LI 5:L 11/6/yr.**

Division of Employment Security

Missouri area labor trends (monthly) LI.Em 11:yr/mo.

Governor's Committee on Employment of the Handicapped

Annual report LI.Ha 1:yr.

Human Rights Commission

Annual report LI.Hu 1:yrs.

**MENTAL HEALTH DEPARTMENT**

Annual report MH 1/2:yrs.

Mental health statistics (annual) MH 1:yrs.

Plan update MH 9:yrs.

Division of Alcohol & Drug Abuse

ADAMIS annual report MH.Alc 1:yr.

ADAMIS progress report MH.Alc 1/2:yr.

Alcohol Related Traffic Offender Program Annual report MH.Alc 11:yrs.

**DEPARTMENT OF NATURAL RESOURCES**

Annual report NR 1:yr.

Environmental Improvement and Energy Resources Authority

EIERA annual report NR.Ei 1:yr.

Division of Energy

Missouri energy profiles NR.En 10:yr.

Division of Environmental Quality

Air Pollution Control Program

Annual report NR.Env/Ai 1:yr.

Land Reclamation Commission

Annual report NR.Env/La 1:yr.

Annual Report of the Abandoned Mine Land Section NR.Env/La 7:yr.

Water Quality Program

Missouri water quality report NR.Env/Wa 2:W 29/yr.

Waste Management Program

Annual report NR.Env/WM 1:yr.

Hazardous Waste Remedial Fund, etc. annual report NR.Env/WM 8:yrs.

Confirmed abandoned or uncontrolled hazardous waste disposal sites in Missouri

NR.Env/WM 9:yr.

**PUBLIC SAFETY DEPARTMENT**

Annual report (if published)

Adjutant General

Annual report PS.Adj 1:yrs.

**Fire Marshal**

Annual report (if published)

**Highway Patrol**

Annual report PS.Hp 1:yr.

Missouri traffic crashes (annual) PS.Hp 7:yr.

**Highway Safety**

Annual report (Title varies) PS.Hi 1:yr.

**MISSOURI STATE EMPLOYEES RETIREMENT SYSTEM**

Annual report RET 1:yrs.

**REVENUE DEPARTMENT**

Annual combined financial report of the Department of Revenue and the State  
Treasurer REV 1:yrs.

**Horse Racing Commission**

Annual report REV.Ho 1:yr.

**Lottery Commission**

Annual report REV.Lo 1:yrs.

**Division of Motor Vehicle & Driver's Registration**

Missouri driver guide (irregular) REV.Mo 2:D 83/yr.

**Division of Taxation**

Missouri tax forms package MoX (annual) REV.Ta 11:yr.

**Tax Commission**

Annual report of the proceedings & decisions of the State Tax Commission of  
Missouri REV.Tax 1:yr.

Annual report, selected decisions & orders of the State Tax Commission of  
Missouri REV.Tax 7:yr.

**PUBLIC SCHOOL RETIREMENT SYSTEM**

Annual report SCH 1:yrs.

**Non-Teacher School Employee Retirement System of Missouri**

Annual report SCH.No 1:yrs.

**SOCIAL SERVICES DEPARTMENT**

Annual report SOC 1:yrs.

**Division of Aging**

Licensed skilled nursing, intermediate care, residential care and adult boarding  
facilities in Missouri (annual) SOC.Ag 4:N 93/2/yr.

**Division of Family Services**

Annual report SOC.Fa 1:yrs.

**Division of Youth Services.**

Annual report **SOC.Yo 1:yrs.**  
Missouri Juvenile Court Statistics (annual) **SOC.Yo 9:yr.**

**SECRETARY OF STATE**

Certification of candidates for general election (biennial) **SS 8:yrs.**  
Certification of candidates for primary election (biennial) **SS 7:yrs.**  
Constitution of the State of Missouri (irregular) **SS 5:C 76/yr.**  
Democratic state convention (quadrennial) **SS 4:D 39/yrs.**  
Democratic state committees & slates of candidates (biennial) **SS 4:C 73/Dem/yr.**  
Election laws of the State of Missouri (frequent supplements) **SS 5:El 2/yrs.**  
General assembly roster (biennial) **SS 4:G 28/yrs.**  
Official manual (biennial) **SS 10:yrs.**  
Primary elections returns (biennial) **SS 9:yrs.**  
Republican state convention (quadrennial) **SS 4:R 29/yrs.**  
Republican state committees & slates of candidates (biennial) **SS 4:R 73/Rep/yr.**  
Roster of state, district & county officers (biennial) **SS 4:St 2/yrs.**

**Division of Administrative Rules**

Code of state regulations annotated (looseleaf) **SS.Ad 5:R 26/yr./mo.**  
Missouri register (bi-monthly) **SS.Ad 10:vol./no.**

**Campaign Reporting Division**

Missouri annual campaign finance report **SS.Ca 7:yr.**

**Records Management and Archives Service**

Annual report **SS.Re 1:yrs.**

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25	AD-1	Accounting Division
40	AD-2	Budget & Planning Division
25	AD-3	Personnel Division
21	AD-4	Remainder of Office of Administration. Central Office; Purchasing; Design & Construction; Data Processing and Telecommunications; Administrative Hearing Commission; Health and Education Facilities Authority.

**AGRICULTURE DEPARTMENT**

28	AG-1	Missouri Agricultural Statistics Office NOTE: Formerly Crop & Livestock Reporting Service
27	AG-2	Remainder of Agriculture Department. All divisions and Central Office.

**ATTORNEY GENERAL**

29	ATG-1	Attorney General
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39 CON-1 Conservation Department - General Publications on hunting and fishing; wildlife; forestry; rare and endangered species; hiking trails; etc.

25 CON-2 Conservation Department - Technical Technical reports from Fisheries, Forestry, and Wildlife Divisions.

#### CORRECTIONS & HUMAN RESOURCES DEPARTMENT

32 CORR-1 Corrections & Human Resources Department Includes Division of Adult Institutions & Board of Probation and Parole.

#### ECONOMIC DEVELOPMENT DEPARTMENT

35 ECON-1 State Council on the Arts

39 ECON-2 Economic Development Programs

24 ECON-3 Finance Division

35 ECON-4 Insurance Division

36 ECON-5 Public Service Commission  
All publications except Reports

26 ECON-6 Public Service Commission - Reports

36 ECON-7 Professional Registration Division

37 ECON-8 Tourism Division

33 ECON-9 Remainder of Economic Development Department. Includes Central Office, Credit Unions Division; Housing Development Commission; Public Counsel; Savings & Loan Supervision Division; Council on Women's Economic Development & Training; Small Business Office; Missouri Corporation for Science & Technology.

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41	GA-1	Bills and Journals
31	GA-2	Other publications of the General Assembly.
<b>GOVERNOR</b>		
35	GOV-1	Governor
<b>HEALTH DEPARTMENT</b>		
40	HEA-1	Health Department
<b>HIGHER EDUCATION DEPARTMENT</b>		
42	HI-1	Higher Education Department - Central Office
41	HI-2	State Historical Society
44	HI-3	State Library
<b>HIGHWAY &amp; TRANSPORTATION DEPARTMENT</b>		
32	HIGH-1	Highway & Transportation Department - General Status of Missouri Highways by Routes & Systems; Traffic Trends on Missouri Highways; Bridge Records for Defense Requirements; Standard Specification; brochures; other publications.
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41	JUD-2	Missouri Bar
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40	LI-1	Employment Security Division
37	LI-2	Human Rights Commission
26	LI-3	Remainder of LIR Department, Includes Central Office; Committee on the Employment of the Handicapped; Labor Standards Division; Workers' Compensation Division; Mediation Board.
<b>LIEUTENANT GOVERNOR</b>		
25	LG-1	Lieutenant Governor
<b>MENTAL HEALTH DEPARTMENT</b>		
38	MH-1	Mental Health Department
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<b>NATURAL AREAS COMMITTEE</b>		
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<b>NATURAL RESOURCES DEPARTMENT</b>		
39	NR-1	Environmental Quality Division
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24	NR-2-A	Geology & Land Survey Division - Technical Technical reports and news releases
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**MISSOURI OCCUPATIONAL INFORMATION COORDINATING COMMITTEE**

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**PUBLIC SAFETY DEPARTMENT**

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27	PS-3	Highway Patrol
30	PS-4	Remainder of Public Safety Department. Publications of Central Office; Fire Marshal; Highway Safety Division; Liquor Control Division; Water Safety Division; Advisory Group on Juvenile Justice and Delinquency Prevention.

**MISSOURI STATE EMPLOYEES RETIREMENT SYSTEM**

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**REVENUE DEPARTMENT**

40	REV-1	Revenue Department Publications of Revenue Department; Highway Reciprocity Commission; State Tax Commission, Lottery Commission, Horse Racing Commission.
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**PUBLIC SCHOOL RETIREMENT SYSTEM**

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36	SOC-2	Family Services Division
32	SOC-3	Remainder of Social Services Department. Includes Planning & Budget Division; State Health Planning Division; Youth Services Division; Data Processing.

**SECRETARY OF STATE**

43	SS-1	Secretary of State
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<b>STATE PUBLIC DEFENDER OFFICE</b>		<b>JUD-1-PD</b>
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751-3903

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NAC-1

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NR-1

751-3443

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Environmental Quality Division

NR-1

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ENERGY DIVISION

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ENVIRONMENTAL IMPROVEMENT & ENERGY RESOURCE AUTH

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Environmental Quality Division

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OI-1

751-3800

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PS-4

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**PUBLIC SCHOOL RETIREMENT SYSTEM OF MISSOURI**

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**MISSOURI STATE EMPLOYEES' RETIREMENT SYSTEM**

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**SOCIAL SERVICES DEPARTMENT**

Ron Rugen	P.O. Box 1527, Broadway Bldg. 2nd	SOC-3
		751-3770

<u>AGING DIVISION</u>		SOC-1
Forbis, Bryan	505 Missouri Blvd.	751-8570
Assisted by Teri Enke		751-3110

<u>FAMILY SERVICES DIVISION</u>		SOC-2
Williams, Marie	P.O. Box 88, Broadway Bldg. 4th Fl	751-3426
Assisted by Berniece Litto		751-2548

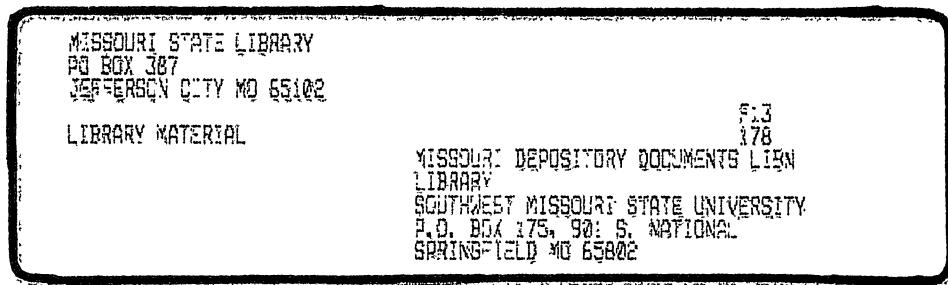
<u>YOUTH SERVICES DIVISION</u>		SOC-3-YO
Nebel, Mary	P.O. Box 447, Broadway Bldg, 7th Fl	751-4718

**TREASURER**

Wallace, Kathy	P.O. Box 210, Truman Bldg Rm 780	TR-1
		751-2411

### **DISTRIBUTION AND MAILING**

Depository publications are mailed from the Missouri State Library every second Tuesday. Each shipment is accompanied by a shipping list. Documents are shipped with the following type of label:



Please make sure your mailroom knows where to direct packages and letters addressed to, "MO Depository Docs. Libn."

### **DIRECT DISTRIBUTION**

A few publications are mailed direct to depositories by the agencies. The Missouri Register, published by the Secretary of State, is mailed directly from Columbia where it is published bi-monthly. The Missouri Conservationist is also mailed directly to you. We will notify you on each bi-weekly shipping list of any publications which you should have received direct from the issuing agency.

#### RECEIVING AND CLAIMING

When depository shipments are received, each document must be marked with (1) date of receipt and (2) indication that this is a Missouri Depository document, such as "Mo. Dep. Doc." A stamp showing both will simplify this procedure. The purpose of the date stamp is to aid in disposal procedures and to help you estimate the time of the next edition or issue of a publication.

Full depositories should receive every document listed on the shipping list. Full depositories and partial depositories should compare the shipping list number to the number of the last shipment received to make sure that an entire shipment has not been lost in the mail. If a shipment is missing send a Claim Form to State Documents Librarian, Missouri State Library. A sample claim form follows this section. If the shipment arrives after you have mailed the claim form, be sure to notify the State Library immediately.

Partial depositories have selected the classes of publications they wish to receive from approximately 50 choices. Since no two of the 24 partial depositories will receive the same documents in any given week, complex sorting procedures at our end and careful checking of shipping lists and publications received at your end are necessary. We depend on you to notify us of errors made in sorting. Agencies often have only a limited supply of their publications, so please notify us immediately of any publications missing from your shipment.

Much important information concerning the mechanics/procedures of the program, the availability of publications, and bibliographic information relating to state agencies and their publishing activities is included as notes on the bi-weekly shipping lists. If a clerk or paraprofessional is responsible for processing of newly-received documents, the depository librarian should be sure to read each week's list for this information.

Each partial depository receives each year a Depository Selections list showing Agency Codes for the categories of publications which it has chosen to receive during the coming year. This list is essential to your weekly checking in of depository shipments. Following is a suggested procedure for checking in shipments. (Libraries which are also Federal depositories will already be familiar with this procedure).

SAMPLE SHIPPING LIST

SHIPPING LIST #80  
DATE November 1, 1978

CODE	CLASSIFICATION
	OFFICE OF ADMINISTRATION
AD-2	<u>Budget &amp; Planning Division</u> Budgeting for the 1980's. 1978. 32 p. AD.Bu 2:B 85
	ELEMENTARY & SECONDARY EDUCATION DEPARTMENT
ED-1 CORE	Learning is fun. 1977. 562 p. Missouri school directory, 1978-1979. (annual). ED 2:L 47 ED 4:Sch 1/yrs.
	PUBLIC SAFETY DEPARTMENT
CORE PS-4	Annual report 1977-1978. Planning for Missouri's safety 1978-1982. 200 p. PS 1:yrs. PS 2:P 69

1. In the "CODE" column, circle or check the codes for publications which your library should receive:
  - a. Circle or check "CORE" each time it appears.
  - b. Circle or check each Agency Code which your library has selected by referring to your library's Depository Selections list.

This is a properly marked shipping list for Library A, which has selected publications of the Division of Budget & Planning (AD-2) and the Department of Elementary & Secondary Education (ED-1).

CODE	CLASSIFICATION
	OFFICE OF ADMINISTRATION
AD-2	<u>Budget &amp; Planning Division</u> Budgeting for the 1980's. 1978. 32 p. AD.Bu 2:B 85
CORE	(etc.)
ED-1	
CORE	
PS-4	

2. Library A should expect to find in its shipment all publications circled above. It should not find the publications not circled. To check this, compare the documents received to the titles on the shipping list, and make a second mark by the codes for those received:

CODE	CLASSIFICATION
✓ AD-2	
✓ CORE	
✓ ED-1	
✓ CORE	
PS-4	

The sample shipment above was sent correctly because the two sets of marks match. Two types of errors might have occurred.

a. Missing Document: If a code was marked the first time but not the second, it should have been received by the library, but was not.

✓ AD-2      In this sample ED-1 appears on the library's selection list, but Learning is Fun was not in the shipment. Send a Claim Form (see following page) as soon as possible, filled out as follows:  
✓ CORE  
✓ ED-1  
✓ CORE

PS-4

SHIPPING LIST #	DATE OF SHIPPING LIST	CODE	TITLE
80	November 1, 1978	ED-1	<u>Learning is Fun</u>

b. Extra Document: If a document is received for a code which was not on the library's selection list, please return to the State Library. For example, if Library A in the example above had received Planning for Missouri's Safety 1978-1982, it should have returned the document, since PS-4 had not been selected. Attach a note to documents returned stating "Received in Error under Agency Code \_\_\_\_\_," or something similar, with your name and library.

**CLAIM**

**FOR**

**MISSOURI DEPOSITORY DOCUMENTS**

Distributed under 181.110 RSMo. (Supp. 1976).

Mail to: State Documents Librarian, Missouri State Library, P.O. Box 387, Jefferson City, MO 65102

SHIPPING LIST #	DATE OF SHIPPING LIST	CODE #	TITLE

NAME: \_\_\_\_\_

LIBRARY: \_\_\_\_\_

DATE: \_\_\_\_\_

Please mail claims within 10 days of receipt of shipment.

## CLASSIFICATION

Adoption of the Missouri State Documents Classification is entirely optional, and Missouri documents need not be kept in a separate collection. Since the majority of libraries cannot afford to integrate all documents completely into their main collections, however, most depository libraries use the Missouri Classification. Even if cost were not a factor, many feel that a separate collection has advantages for those interested in Missouri government publications. Use of the Missouri Classification allows documents to be placed on the shelf immediately upon receipt.

A separate booklet, Missouri State Documents Classification: Post-Reorganization Agency Codes and Form Division (Jan. 1977), explains the principles of the Missouri classification. Class numbers appear on shipping lists and in the monthly Missouri State Government Publications checklist. A separate listing by classification number for serials is also available. Depository libraries are encouraged to notify the State Documents Librarian of apparent errors in the assignment of new classification numbers.

For the convenience of depository libraries which wish to classify Missouri documents into Dewey or L.C., suggested classification numbers appear on the shelf list cards sent to depository libraries. (See next section).

## RECORDKEEPING PROCEDURES

### OCLC Cards

Utilizing the OCLC system, the State Library attempts to supply a main entry card for each new serial and monograph distributed. Cards are mailed to depository libraries in the regular bi-weekly shipments. Each shelf list card contains the Missouri documents number in call number position; the main entry and full descriptive cataloging according to AACR2; necessary notes, including the Agency Code under which the document was distributed and suggested Dewey and LC classification numbers; Library of Congress subject headings; and added entries. By using the OCLC number which appears on each card, libraries which are OCLC members can produce full sets of catalog cards for selected documents.

It is one goal of the depository program to provide these shelf list cards as quickly as possible after the documents have been shipped. As might be expected, various factors intervene: a backlog of documents requiring cataloging; an increasingly large state agency publishing output; other, often conflicting, work assignments; staff schedules; and surprises. Within these limitations, we have been forced to choose some documents as high priority based on their content, format, permanent value, or demand, and to catalog them before we attempt to catalog everything.

Because of this backlog, other libraries sometimes enter Missouri documents into OCLC before the State Library does. We encourage this as long as the following conditions are met:

1. The cataloging complies with AACR2
2. The 037 field contains the agency code (found in shipping list)
3. The 086 field is completed according to OCLC Books Format Rules

The third requirement is the most important. The 086 field should include the MoDocs classification number in subfield a and the word modocs (in small letters) in subfield 2. Please begin the classification number with the agency class (i.e. ECON) rather than the letters MO.

Documents are catalogued according to the second edition of the Anglo-American Cataloging Rules. This means that sometimes the main entry does not show the hierarchy of the issuing agency, or the main entry may even be a personal author or titles. At the request of depository libraries, the cataloger inputs an added entry for each document showing the hierarchy of the agency publishing the document if below departmental level. This is usually an "incorrect" AACR entry. Therefore, the entry appears on the shelf list card, but does not remain in the permanent OCLC data base. As a result, libraries which wish to produce a full set of cards for a particular document must input the agency entry itself if it wishes it to appear on its cards. This entry is input in the 710 fields.

Following are samples of OCLC main entry cards for a serial and a monograph which show the parts of an OCLC card. If you have any questions concerning the cataloging of state documents contact the State Documents Librarian at (314) 751-3075.

Missouri  
documents  
number

DOC  
MO  
SOC. He/  
Ce 12:  
yr

Corporate main entry

Missouri nursing home and boarding home  
profiles. -- 1979- . -- Jefferson  
City : Missouri Center for Health  
Statistics, 1980-  
v. : maps ; 28 cm. -- (Missouri  
Center for Health Statistics  
publication ; no. 3.7-)  
Annual.

Information supplied by institutions  
covered by Omnibus Nursing Home Act of  
1979.

special note for  
serials

For holdings see DOCUMENTS RECORD.  
LC# RA997.S.M8 ; DDC# 362.16.

Agency code: SOC-3.

Agency code  
for distribution

No

02 JUL 81

7545569

MOLDs1 SEE NEXT CRD

DOC  
MO  
SOC. He/  
Ce 12:  
yr

Missouri nursing home and boarding home  
profiles. ... 1980- (Card 2)

Correct added  
entry for agency

1. Nursing homes--Missouri--  
Statistics. 2. Extended care  
facilities--Missouri--Statistics.  
I. Missouri Center for Health  
Statistics. II. Missouri. Dept. of  
Social Services. Division of Health.  
Missouri Center for Health Statistics.

OCLC control number

No

02 JUL 81

7545569

MOLDs1

Incorrect  
(according to  
AACR2) hierarchy  
added entry for  
agency

DOC  
MO  
CARL.  
Ins 2:  
M 46

Medical malpractice in Missouri, 1975-  
1980 / prepared by Statistical  
Section, Missouri Division of  
Insurance. -- [Jefferson City, Mo. :]  
Missouri Division of Insurance, 1981]  
[133] p. in various pagings ; 28 cm.  
Cover title.  
Chiefly tables.

Suggested LC &  
Dewey numbers

LC# HG8054.P5 ; DDC# 368.56.  
Agency code: CARL-9.

1. Insurance, Physician's liability--  
Missouri--Statistics. I. Missouri.  
Division of Insurance. Statistical  
Section. II. Missouri. Division of  
Insurance. III. Missouri. Dept. of  
Consumer Affairs, Regulation and  
Licensing. Division of Insurance.

LC subject  
heading

Card production  
date

Mo

23 DEC 81

8019922

MOLDxc

**RECORDKEEPING PROCEDURES**  
(Con't.)

**Shelf List Cards:**

Unless state documents are fully integrated into the library's regular collection, a shelf list showing the location of all state documents is highly desirable. Otherwise, control over publications is difficult. If the Missouri classification is used, the shelf list can be arranged by MoDocs number. If the classification scheme is not used, the shelf list can be arranged by agency. The shipping list which accompanies documents provides the necessary information about issuing agencies.

Even if you use the OCLC cards as your shelf list cards, you may wish to prepare your own temporary shelf cards for use until the OCLC cards arrive. Your own check-in cards will be needed for serials, even with OCLC main entry cards. Check-in cards presently in use in your library for other publications can be used for state publications. Each record should include the following:

1. Call number (MoDoc, Dewey, or L.C.)
2. Issuing agency
3. Title
4. Frequency, if serial
5. Source (If non-depository state documents are included in the file, distinguish them from depository documents.)
6. Shelving location, if not indicated by call number. (Example: "Shelved in Quick Reference section.")

You may also wish to include:

7. Routing instructions
8. Binding information

The format of check-in records is up to each library. On the next page are samples of cards from the State Library's shelf list.

MO

ED

2:So 1/2

DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION.

The social studies basic skills connection.  
1982.  
72 p.

## MONOGRAPHS

MO

NR. Pa

2:C 31

DEPARTMENT OF NATURAL RESOURCES. Division of Parks  
& Historic Preservation.

An inventory and evaluation of Missouri state parks cave resources. June 1982.  
67 p.

C. 1, 32

## LABOR & INDUSTRIAL RELATIONS DEPT.

MO

LI

1:yr.

## Annual Report.

1951	1961	1971	1981 ✓	1991	2001	2011	2021
1952	1962	1972	1982 ✓	1992	2002	2012	2022
1953	1963	1973	1983	1993	2003	2013	2023
1954	1964	1974	1984	1994	2004	2014	2024
1955	1965	1975 ✓	1985	1995	2005	2015	2025
1956	1966	1976 ✓	1986	1996	2006	2016	2026
1957	1967	1977 ✓	1987				
1958	1968	1978 ✓	1988				
1959	1969	1979 ✓	1989				
1960	1970	1980 ✓	1990				

## ANNUAL

MO

10  
TR

10

The funds of the State of Missouri. 10:yr./mo.

## MONTHLY

RECORDKEEPING PROCEDURES  
(Con't.)

Title File:

You will never regret creating a title file. As your collection grows, you will find it extremely valuable. The State Library maintains a title file for state documents with cards which show only title and call number. For more information, the call number leads to the detailed shelflist file. Examples of title entries:

The social studies basic skills  
connection.

MO  
ED  
2:So 1/2

Missouri conservationist.

MO  
CON  
10:v./#

#### RETENTION OF DOCUMENTS

According to the standards for depository libraries, a depository library shall:

Dispose of publications only in accordance with policies established by the State Library. Depository publications remain the property of the State Library. --6CSR 20-2.020

(2) (I)

#### WITHDRAWAL POLICY

In October 1980, the Missouri State Library established some broad guidelines for withdrawal of depository publications by full and partial depository libraries

Full depository libraries shall retain depository publications for five (5) years from date of receipt. Superseded publications may be withdrawn at any time when replaced through the depository system. Ephemeral or dated publications may be withdrawn at any time with the permission of the Missouri State Library. After five (5) years, full depository libraries may withdraw depository publications at the discretion of the local librarian and with the permission of the Missouri State Library.

Partial depository libraries shall retain depository publications for one (1) year from the date of receipt. Superseded publications may be withdrawn at any time when replaced through the depository system. Ephemeral or dated publications may be withdrawn at any time with the permission of the Missouri State Library. After one (1) year, partial depository libraries may withdraw depository publications at the discretion of the local librarian and with the permission of the Missouri State Library. No publication which appears annually or less often may be withdrawn unless a more recent edition has been received through the depository system, except by permission of the Missouri State Library.

#### REFERENCE ASSISTANCE, CIRCULATION AND INTERLIBRARY LOAN

The standards for depository libraries state that a library shall:

- (A) Provide reference assistance in the use of state publications to any Missouri resident. Circulation of the publications is encouraged.
- (B) Provide interlibrary loan service for state publications to any Missouri resident. --6CSR 20.020 (2) (A) & (B)

While circulation of documents is highly desirable, it is recognized that a few items must be available for reference; for example, the Code of State Regulations and the Official Manual.

**REFERENCE ASSISTANCE, CIRCULATION AND INTERLIBRARY LOAN**  
(con't.)

Libraries are encouraged to request state documents which they do not have from the State Library or another depository. Also, do not hesitate to call or write the State Library with reference requests about state government. Even if the answer is not available in published form, the staff will contact state agencies to obtain as much information as possible. Call the State Documents Librarian (751-3075).

**REQUESTS FOR ADDITIONAL COPIES OF DEPOSITORY ITEMS**

If you request added copies of depository items from state agencies, make some reference to the depository program so that agencies will know that the copies they supplied were distributed. For example, "Although we received one copy of this publication through the depository library system, an additional copy is needed..." or "The copy which we received through the depository program has been stolen..."

**NON-DEPOSITORY DOCUMENTS**

You are, of course free to handle state documents which are not distributed through the depository system in any way you like. It will be helpful if you will send the State Documents Librarian a copy of the title page of any new document you receive separately which does not appear on a shipping list within a few weeks, so that he can request copies for all libraries.

**CONCLUSION**

The success of the depository program would not be possible without the great co-operation of all of the libraries and librarians involved. If you have any suggestions or comments please let the State Documents Librarian know.

John Finley  
State Documents Librarian  
Missouri State Library  
P.O. Box 387  
Jefferson City, MO 65102  
314/751-3075

